

**Cover Sheet – Social Service Activity**

 ORIGINAL

**AGENCY NAME:** CHD / Big Brothers Big Sisters of Hampshire County

**AGENCY ADDRESS:** 332 Birnie Avenue Springfield, MA 01107

**AGENCY PHONE NO:** (413)259-3345 **CONTACT PERSON:** Renee Moss, Director

**CONTACT PERSON EMAIL:** [rmoss@chd.org](mailto:rmoss@chd.org)

**2015 CDBG FUNDING REQUEST:** \$33,000

1. **Project Name:** Big Brothers Big Sisters ARPS Family Center Partnership
2. **Project Description:** BBBS of Hampshire County will provide high-quality mentoring relationships to the most at-risk children in Amherst, as identified by the ARPS Family Center. Amherst CDBG funding will allow us to provide services to children who have never been matched and begin to increase our capacity to address our waiting list of 183 children.
3. **Project Location:** The Amherst community including the local college campuses.
4. **Budget Request:** \$33,000
5. **Type of Activity:**
  - ☐ Family stabilization
  - ☒ Youth development
  - ☐ Economic self-sufficiency (adult education)
  - ☐ Food and nutrition
  - ☐ Emergency & preventative services
  - ☐ Other
6. **National Objective:**
  - a. **Total number of beneficiaries:** 20-25 previously unserved children (and their families)
  - b. **Total low/mod beneficiaries:** 20-25 previously unserved children (and their families)

## CHD/Big Brothers Big Sisters of Hampshire County

### Please submit responses to the following questions:

#### **A. National Objective Description**

Big Brothers Big Sisters of Hampshire County (BBBSHC) serves many of the most vulnerable children in Amherst. In FY14, 87.5% of Amherst Little Brothers and Little Sisters came from families who qualify (as per HUD guidelines) as low, very low, or extremely low income. Another 10.5% were moderate income. BBBSHC will continue to serve families who qualify as low or moderate income in this expanded program.

Income levels and demographic information are thoroughly documented with each family served. As part of the application to enroll children in our program, parents fill out a CDBG declaration form indicating the number of people in their household, family income level, demographic information, and educational attainment. We ask all families to complete this form in order to document the population we serve. *CDBG Declaration form included in Appendix.*

#### **B. Demonstrate Consistency with Community Development Strategy**

The FY15 Community Development Strategy aims to prioritize a balanced approach among social services, including **youth development** among the five areas of focus. The Big Brothers Big Sisters mentoring model is aligned closely with Positive Youth Development theory (PYD), and provides an important protective factor in order to help mitigate the multitude of risk-factors presenting to our targeted local youth. The Search Institute identifies "Other Adult Relationships: Young person receives support from three or more nonparent adults" as an important "external asset."

Prevention is a key aspect of providing a comprehensive network of support for the children and families in Hampshire County. By providing a caring adult in a child's life, a sense of safety and valuing of youth as a part of our community, opportunities to engage in creative activities, and by expressing high expectations for the young people who participate in our program, a mentor can facilitate the development of positive assets for a mentee. Children with mentors are more likely to engage in school, to be caring and responsible, and to value equality and social justice. They are also more likely to be able to resist risky behaviors, have a sense of personal power and self-esteem, and have a positive view of the future. In short, they have a better chance to develop into good citizens with a positive and successful life path, often breaking multi-generational familial patterns.

Mentoring can be an important contributor to achieving **family stabilization**. For a mentee, spending time regularly with a trusted adult mentor who clearly cares about their well-being, has a positive effect upon the entire family, as it improves the mentee's relationships with other adults and peers, as well as provides respite for the parent. Additionally, children and families also receive ongoing support from their relationship with their BBBSHC case manager. By building a trusting relationship with the entire family, case managers are able to address the needs of each family by making referrals for additional services in partnership with other human service organizations.

#### **C. Agency Information**

Big Brothers Big Sisters of Hampshire County (BBBSHC) is a program of the Center for Human Development (CHD). Since 1972, CHD has been providing human services to meet the needs of the most at risk populations in Western Massachusetts and Northern Connecticut. CHD's mission states that "it is dedicated to promoting, enhancing, and protecting the dignity and welfare of people in need by providing a broad range of community-oriented human services." It provides fiscal

management, human resources, technical and program support, and oversight for over forty human services programs. Its 43 years of experience managing diverse programs guarantees sophisticated and efficient administration of programs. The programs themselves are grounded in the communities served and are responsible for their own fundraising, program development, and several (including BBBSHC) have their own advisory boards.

As an affiliate of Big Brothers Big Sisters of America (BBBSA), we are able to provide our Littles with a mentoring model that is research-based and has proven to be an important protective factor in youth development. BBBSHC follows and exceeds best practice standards set by our national office. A study conducted for Big Brothers Big Sisters of America by Public/Private Ventures, an independent research company, found that Littles who met regularly with their Bigs for at least one year, compared with their peers, were:

- \* 46% less likely to start using drugs (70% less likely for minority Littles)
- \* 27 % less likely to start drinking
- \* 52% less likely to skip a day of school
- \* 37% less likely to skip class
- \* 33% less likely to hit someone
- \* More likely to get higher grades
- \* More likely to trust their parents
- \* Less likely to lie to their parents.

Since 1975, Big Brothers Big Sisters of Hampshire County has been providing quality one-to-one mentoring relationships to local children in need of positive adult influence and friendship. Supervised by a staff of professional (MSW, MA, and MEd) case managers, volunteers spend time weekly with a child for at least one year developing a positive, trusting and enriching friendship. A special person such as a Big Brothers or Sister can often be the one factor that can change the destiny of a child's life, providing the resources and encouragement to become a productive and healthy adult, and interrupting generations of familial poverty and multiple risk factors. Just by sharing experiences, celebrating accomplishments, and listening to a child's concerns, a Big Brother or Sister can deeply transform a child's life.

The program has a long history of successfully providing mentors for children in Hampshire County and therefore has the infrastructure in place to be successful with the proposed project. This expansion of our current program focuses on a deeper partnership with the Amherst Schools through the newly created ARPS Family Center which will guarantee that we are reaching children with the greatest needs. As the flagship mentoring organization in Hampshire County, we have built great expertise in this field. In order to support our mentoring relationships we always build strong and trusting relationships with the parents of the mentees. We are also extremely successful at working collaboratively with other service providers and schools. For many years we have had partnerships with the Amherst Schools, other agencies, coalitions, and community partners.

BBBSHC relies heavily upon its committed and diverse advisory board for direction. Our board reflects the interests of the broader community, including teachers, past and present employees of UMass and Amherst College, a former Little Sister who is now an adult, the parent of several previous Littles, current and previous Bigs, as well as many concerned citizens from around the county.

Presently, the program has the capacity to serve approximately 170 mentees per year with a staff of one part time and three fulltime case managers, one director, one development coordinator/administrative manager and one AmeriCorps member. We also have a clinical supervisor, Jenny McKenna, who has been donating an hour each week to the program for 18 years. In the past, when we had more funding, we were able to have 5 case managers and serve over 250 children per year. It is our goal to increase our capacity to this level again and if awarded, this grant will help us move closer to that goal.

For this proposal, our short-term goals are to receive 20-25 referrals from the ARPS Family Center, create and support their matches, ensuring that they meet regularly for at least one year and focus on the needs of each individual child. Most matches last much longer than a year and many go on to be lifelong friendships. Our long-term goals are to see improvement in our Program Outcomes Evaluation (POE) indicators, which are measured after 1 year of a match and each year consecutively.

#### **D. Project Budget Information**

We have many years of experience in creating and managing our budget. We have received CDBG funds from Amherst in the past and from the city of Northampton for over 30 years and have been responsible for quarterly reporting and have always met our fiscal and programmatic responsibilities. We have several well-established fundraisers in the community as well as many loyal donors to the program so we are confident that we can count on our projections for the additional funding for this project. The cost of our services is on par with other programs throughout the country that provide the same level of mentoring oversight along with engagement with families. Each match provides a child with approximately 200 hours per year of quality one-to-one time with a caring adult mentor. As a program of CHD, our fiscal department oversees the accuracy of our projected budget as well as ongoing monitoring of the budget once the project is up and running. Renee Moss, who prepared the budget, has been creating and managing the BBBSHC budget for over thirty years. *See attached project budget.*

#### **E. Project Description**

CHD / Big Brothers Big Sisters of Hampshire County (BBBSHC) is requesting funds from the Town of Amherst CDBG to increase our capacity in order to provide mentors for more Amherst children from low income families facing multiple risk factors, including the risk of school failure. To assure that we reach the children with the greatest needs we will work in partnership with the ARPS Family Center and Steps to Success, a program started last year by the Amherst School District. The referrals would be primarily low-income children at risk of school failure and in need of opportunities for pro-social involvement through a strong connection to a positive role model who can provide a safe and enriching relationship-based experience.

BBBS will create and support mentoring relationships for 20-25 children who have been referred by the ARPS Family Center. Many of these children are already on our list of 183 children waiting for mentors. The mentors will be adults from the community as well as college students. The project will utilize the program's strong and successful community-based, as well as our well-established campus site-based mentoring models. We also have a special component of the program that matches children who are adopted with UMass students who are also adopted. Depending upon the specific situation of each child and family, the BBBS staff of experienced Master's level case managers will determine which of these settings will be best for the child. Matches will meet weekly for three to five hours for at least one year. BBBS will provide screening, training, and ongoing supervision and support for participants throughout the duration of the matches.

*Community-based matches* meet weekly on weekends or after school. The mentor and mentee arrange their time together independent of the program and confirm with the parent. They spend one-to-one time developing a friendship/relationship by participating in activities such as hiking, biking, playing ball, doing arts and crafts projects, going to the library, cooking dinner together at the mentor's house, having a picnic, bowling, etc. The program is very proactive in obtaining free or discounted access to various recreational or cultural venues in the community for our matches.

*Site-based matches* also meet weekly. This program, supervised on-site by the BBBS case manager, utilizes college students as mentors and takes place on the Amherst College and UMass campuses. The Amherst Schools and the campuses provide transportation for the mentees at the end of the school day to Amherst College or UMass. They go off as pairs, utilizing many of the facilities of the campuses such as the library, museum, and craft center and then come back as a group to have dinner together at the Campus dining halls. The UMass site-based program has been very involved with the perma-culture garden on the campus, providing the opportunity for our mentees to tend the garden, help with the harvest and eat at the dining hall where the produce is prepared. It has been and continues to be an incredible experience for our children. The ability to spend time on a college campus and develop a friendship with a college student helps dispel the mystique of higher education and encourage higher educational aspirations for the mentees, who mostly come from families with relatively low educational attainment.

*Adoption Mentoring Partnership (AMP)*: These are community-based matches where both mentee and mentor are adopted. Mentors are UMass students who are also enrolled in a course about adoption. This program was developed in response to the Amherst Schools identifying this population as underserved and in need of community support.

The BBBS case manager meets with each referred family to do an assessment and begin to develop a relationship of trust and a connection to the program. The case manager also meets with the children and works closely with referring sources to gather information in order to make the best match possible. The case manager has regular contact with the child and family throughout the tenure of the match. Families are invited to BBBS group events such as our annual Holiday Potluck Dinner, Autumn Ice Cream Social, Spring Friendship Party and May Barbecue. Through this ongoing contact and group activities BBBS builds a sense of community and connection for the families who are part of the program. Through this close relationship with the parents the case manager often provides referrals for additional services if the need arises.

Case managers recruit, screen and train all potential mentors. During the screening process the case manager assesses the mentor: their judgment, values, family histories, interests, sense of humor, etc. in order to be able to make the best match possible. Once matched, the mentor develops a dependable and trusting relationship with the child. Mentors make a commitment to get together weekly with their mentees for at least one year. In the 40 year history of BBBS, we have seen most of our matches continue way beyond the initial one-year commitment and many have gone on to become lifelong friendships. We have seen several instances of mentors playing a strong proactive role in encouraging the pursuit of higher education or other vocational training for their mentees. We have seen this relationship as directly responsible for breaking a cycle of generations of educational under-achievement and poverty and have seen our mentees become the first person in their families to graduate from high school and even go on to college.

These matches provide opportunities for pro-social involvement through a strong connection to a positive role model who can provide a safe and enriching relationship-based experience. Mentors are

either college students or community members who have achieved educational and vocational success and can model positive and “can do” attitudes toward education and other future life options. These relationships help bridge the socio-economic gap that is so palpable to many of our mentees in Amherst at a very young age. Mentors provide social experiences that allow the mentees to begin to have more in common with their more privileged classmates.

Another new and expanded element of our program is our “Passport to Health.” Matches will be offered the opportunity to participate in this health and wellness program where we will encourage the mentors to include activities that address healthy eating and active lifestyles. The mentees will receive “passports to health” that will be stamped when they participate in suggested activities (including BBBSHC sponsored events) or do something on their own that exemplifies healthy lifestyles. Incentive prizes such as gift certificates to local businesses will be awarded to mentees as they reach specific benchmarks on their passports.

#### **F. Project Need**

The proposed project will address the need to bridge the achievement gap for low income children growing up in Amherst. The socio-economic divide between middle class and low income children in the Amherst Schools is great. Many families are living below the poverty line, and have low educational attainment, among other risk factors. Because many of these parents feel uncomfortable or intimidated by a school setting, schools often have difficulties in engaging them in their children’s education. This proposed partnership between BBBSHC and the ARPS Family Center will help strengthen that connection. The BBBS mentoring model is proven to increase the likelihood of school success and to increase pro-social behavior for children growing up in families with multiple risk factors. Providing a mentor for the child can offer the complementary support, along with other agencies working with the family, to complete comprehensive wrap-around services.

Additional risk factors affecting school achievement of low income children are poor nutrition and sedentary lifestyles. Many of the families we serve in Amherst live in housing complexes identified as “food deserts” where they are marginalized and isolated from the vitality of downtown Amherst and convenient access to nutritional foods. Currently, 80% of the children we serve have health risks due to poor nutrition or lack of activity. The Amherst Health Department has set a priority to address this issue through improving transportation to sources of healthy food. By including all new matches made in this expanded program in our Passport to Health program, we can also address the need for increased knowledge and resources around health and wellness, which will have a ripple effect on the entire family.

The need for BBBS services is evident in our long waiting list of 183 children. This population is currently not adequately served by BBBSHC due to lack of program capacity. Although more than half of children currently matched reside in Amherst, more than 1/3 of children waiting to be matched are also Amherst residents. We strive to make as many matches as possible with our limited case management staff, however, each year many waiting youths are removed from our list because they have aged out without receiving services. Even children who receive matches are often on the waiting list for more than two years before receiving services. This program would ensure that at least 20 new matches over and above our current Amherst program would be prioritized and matched by a dedicated half-time case manager.

## **G. Community Involvement and Support**

Beneficiaries for this project would be referred by the ARPS Family Center. The Family Center will identify children and families who are high need due to multiple risk factors acting upon the family. Speaking on behalf of the ARPS Family Center, Amherst Schools Superintendent Maria Geryk stated the center will focus on referring children who “need the connections and community support that having a Big provides, will greatly benefit from the adult role model, the community activities, social support, academic support, individual attention, and lasting relationships”. Children and families referred must also desire a mentoring match and undergo a thorough screening process with BBBSHC case management before being matched. Throughout the referral, screening, and matching process, families are invited to give feedback and input. BBBS encourages children and their parents to help in making decisions about the right Big, match activities, and scheduling throughout the match.

Once a child is matched, parent and child input are solicited through monthly match support check-ins with the family’s assigned case manager. Match support check-ins are an opportunity for the case manager to ensure that the child and parents are satisfied with the match activities, relationship development, and safety of the match. The match support conversation is also a time when families can inform the case manager of important changes or stresses affecting the family for which the case manager may be able to offer resources. In addition to match support, both children and parents fill out surveys on a regular basis throughout a match. Parents fill out the POE (Program Outcomes Evaluation) and satisfaction surveys for enrollment and the ongoing match, while children fill out YOS (Youth Outcomes Survey) and SOR (Strength of Relationship) surveys. Responses to these surveys, along with match support feedback, inform case managers about the needs of a match.

## **H. Project Feasibility**

The proposed project is an expansion of the Amherst mentoring program already in place for nearly 40 years. With additional funding to expand this program via partnership with the ARPS Family Center, BBBSHC will be able to hit the ground running. Adding a half-time case manager to our staff will allow us to increase capacity by 20-25 matches.

As a small agency with only 3.5 case managers currently serving all of Hampshire County, there is a long list of children waiting to be matched. Our present waiting list is 183 children, with more than 1/3 of them residing in Amherst. Though more than 60% of our active matches are from Amherst, there is still a high demand as indicated by our waiting list. Our office receives new referrals every day, mostly for children living in the low-income housing complexes of Amherst.

Personnel for this project would include 20 hours per week of a case manager (0.50 FTE) who will work directly with the children, families, and mentors as well as collaborate with the ARPS Family Center regarding referrals. All case managers at BBBSHC are required to have a master’s level degree and experience working with children and families. The new case manager will be supervised by our case management supervisor, Ruth Harms, who has been with the program for 24 years. Program director Renee Moss, who has been with the program for 30 years, will oversee the program and supervise Ruth Harms. Our administrative manager will provide the clerical support for this program and we will have an AmeriCorps member whose time will be focused on college and community mentor recruitment, as well as assisting in staffing the site-based programs.

Big Brothers Big Sisters of Hampshire County has been serving children and families in Amherst since 1975 and has nearly always received town funding. We have a history of close to 40 years providing the services promised and have been fiscally sound and responsible. As a local affiliate of Big Brothers Big Sisters of America, we have adopted a mentoring model that is research-based and proven to produce positive outcomes for mentees. As a program of the Center for Human Development, we have a sound and sophisticated administrative infrastructure with over 40 years of experience overseeing hundreds of government contracts. The program has been receiving CDBG funds from Northampton for over 30 years and has always been in compliance with regulations and fulfilled our contract requirements in a timely and competent manner. We have received Amherst CDBG funds for several years in the past and also delivered and even exceeded our contracted services. We have filed all reports on time and provided accurate demographic and outcome data.

With the grant period beginning in July, we hope to immediately begin the process for hiring a new half-time case manager. Once hired, the case manager will undergo training and begin working closely with the ARPS Family Center. During the 1<sup>st</sup> quarter we hope to receive at least 10 new referrals from the ARPS Family Center. At the same time, our AmeriCorps member and the new case manager will work together to recruit and screen mentors for the referrals. The case manager will be able to screen and interview families as they are referred in order to match them as soon as possible. We hope to receive another 5 referrals in the 2<sup>nd</sup> quarter, and the final 5 in the 3<sup>rd</sup> and 4<sup>th</sup> quarters. This will allow us to make many matches early on while still leaving room for students who may need to be referred later in the school year.

## **I. Project Impact**

This expanded program will have significant impact upon the specified need for quality youth development programs for many of the low-income children and families living in Amherst. The mentoring relationship will provide experiences for the child that will build confidence, competence, and caring assets and help bridge the socio-economic achievement gap that exists in Amherst. Additionally, participation in the Passport to Health program will increase the children's knowledge about and access to healthy food and activities.

The direct outcome that will result from this project will be the creation and support of 20-25 new matches over and above our current capacity for Amherst matches. These matches may be part of our community-based or site-based mentoring programs in town. Years of experience and extensive research has shown that participating in a BBBS mentoring match produces positive outcomes (examples listed below). Indirect outcomes for this project will be respite for the families, greater positive connections to the community for the children and families, a gradual bridging of the socio-economic achievement gap in Amherst, and increased health and wellness IQ.

We constantly monitor the outcomes of our matches. Program staff meet weekly with a clinician to review cases and intakes. Statistics are annually reviewed for adherence to program goals, client priorities, and contractual agreements by program staff, program director, and outside funding sources. Our sponsoring agency, the Center for Human Development, requires regular program evaluation, as does the national office of Big Brothers Big Sisters. We presently use the Program Outcomes Evaluation (POE) tool developed by Big Brothers Big Sisters of America. The following is a summary of our most recent 12-month evaluations:



**POE Outcome Indicators****Mentees Showing  
Improvement**

Self-confidence	87%
Able to express feelings	85%
Can make decisions	71%
Has interests or hobbies	71%
Personal hygiene	45%
Sense of the future	71%
Attitude toward school	47%
Uses community resources	47%
School performance	69%
Shows trust	81%
Respects other cultures	58%
Relationship with family	44%
Relationship with peers	65%

Because mentoring provides a protective factor for children against adverse influences, children are therefore less likely to engage in risky behaviors and more likely to have a sense of planning and the future. Spending time with a mentor who role models making sound decisions around education, vocational training, and employment, encourages healthy and creative ways to have fun, and who models good citizenship and friendship skills influences mentees to grow into self-sufficient adults. For example, we've recently enjoyed sharing with the community the stories of several previous Littles who have graduated from high school and gone on to college. The mother of one such young man wrote a letter to BBBSHC in thanks for matching him with a Big Brother who praised and encouraged her son, inspiring him to eventually apply and be accepted at Princeton.

BBBSHC has always operated on the belief that collaboration with other agencies and community partners enhances the services we provide. By formalizing and deepening our partnership with the ARPS Family Center, we hope to better serve the most at risk children in the Amherst Schools. In her letter of support, Superintendent Maria Geryk stated that "when our agencies collaborate in this manner, our mutual services complement and strengthen each other, resulting in better outcomes for our children and families." In addition to this program expansion, BBBSHC collaborates with many other partners. Renee Moss, Director of BBBSHC, co-chairs the Amherst Human Service Network. BBBSHC is also active in both SPIFFY (the Strategic Planning Initiative for Families and Youth in Hampshire County) and COSA (the Council of Social Agencies of Hampshire County). Through long-established close ties, BBBSHC receives referrals from Family Outreach of Amherst, guidance counselors at local schools, the Department of Children and Families, and many others. BBBSHC is also a quality-based member of the Mass Mentoring Partnership, meeting and exceeding the highest standards of practice for mentoring organizations.

**CHD/Big Brothers Big Sisters of Hampshire County  
Amherst CDBG Budget FY 2016 (July 1, 2015 - June 30, 2016)**

<b>Personnel</b>			
BBBS DIRECTOR (50,196 x .05 FTE)	\$	2,510	The BBBS Director is responsible for program development, sustainability, and outreach. (2 hours per week)
CASEWORK SUPERVISOR (45,000 x .05 FTE)	\$	2,250	The case work supervisor is responsible for ongoing supervision of the case manager. (2 hours per week)
CASE MANAGER (37,647 x .625 FTE)	\$	23,529	Case manager is responsible for creating new matches, providing ongoing individual and group supervision to mentors, and regular contact with families, other agencies, and school and ARPS Family Center personnel. (2.5 hours per week)
ADMINISTRATIVE ASSISTANT (31,111 x .05 FTE)	\$	1,556	Process paperwork for maintaining program records, CORI's, references, data entry, etc. Also responsible for typing and formatting fliers and brochures and other recruitment material. (2 hours per week)
<b>SUB-TOTAL SALARIES</b>	<b>\$</b>	<b>29,845</b>	
<b>PAYROLL TAX</b>			
F.I.C.A.	\$	2,158	FICA - Expense amount can vary depending on the level of employee participation in Cafeteria Plan Benefits.
UNIVERSAL HEALTH INSURANCE TAX	\$	52	MA Health is calculated at .0048% for the first 14,000 of wages earned by an individual within a calendar year.
UNEMPLOYMENT TAX	\$	298	Unemployment is calculated at 1% of total wages paid. No unemployment expense is expected for sole grant employee.
WORKMAN'S COMPENSATION	\$	424	Workman's Compensation is charged at 1.42% of wages
<b>SUB-TOTAL PAYROLL TAX</b>	<b>\$</b>	<b>2,932</b>	
<b>FRINGE BENEFITS</b>			
LIFE INSURANCE	\$	52	The agency pays 100% of a policy that covers employees for one year's salary in case of death.
DISABILITY INSURANCE	\$	299	Agency pays 100% of short-term disability insurance.
HEALTH INSURANCE / DENTAL	\$	8,691	Agency pays 80% of family, double or single health insurance and 50% of dental.
PENSION	\$	895	After 2 years of employment, agency pays 3% of wages as contribution to pension.
<b>SUB-TOTAL FRINGE BENEFITS</b>	<b>\$</b>	<b>9,937</b>	The Center for Human Development has a benefits package available to all qualified employees.
<b>TOTAL PERSONNEL COSTS</b>	<b>\$</b>	<b>42,714</b>	
<b>OTHER</b>			
Rent	\$	1,860	Percentage of rent that represents 20-25 matches. (15.5% of total number of matches)
Office Supplies	\$	125	File folders, paper, pens, staples, etc. that represent the cost of supporting 25 matches.
Program Supplies	\$	400	Snacks, arts and crafts supplies, etc.
Insurance	\$	30	Represents the cost of insurance for 20-25 matches.
Postage	\$	130	Represents the cost of postage for 20-25 matches.
Printing	\$	40	Represents the cost of printing for recruitment material.
Mentor Training	\$	50	The cost of materials for training mentors including the Mentor Handbook, articles, etc.
Staff Training	\$	100	Training allotment for personnel associated with this project.
Telephone	\$	186	Represents the proportionate cost of telephone.
<b>SUB-TOTAL OTHER</b>	<b>\$</b>	<b>2,920</b>	

# CHD/Big Brothers Big Sisters of Hampshire County

[illegible]

# CDBG Program Self-Declaration

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_

Phone \_\_\_\_\_ Zip Code \_\_\_\_\_

1. Please circle the number of persons in your family in the first row of the table.

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% of Median	\$18,050	\$20,600	\$23,200	\$25,750	\$27,850	\$29,900	\$31,950	\$34,000
50% of Median	\$30,100	\$34,400	\$38,700	\$42,950	\$46,400	\$49,850	\$53,300	\$56,700
80% of Median	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150	\$79,250	\$84,350

2. Is your family income for the last twelve (12) months equal to or below the amount indicated in the row labeled "30% of Median" for the size of your family?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, is your total family income for the last twelve (12) months equal to or below the amount indicated in the row labeled "50% of Median" for the size of your family?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, is your total family income for the last twelve (12) months equal to or below the amount indicated in the row labeled "80% of Median" for the size of your family?

Yes \_\_\_\_\_ No \_\_\_\_\_

Note: The above information is subject to verification by government officials.

3. Providing the following information is optional, but data is needed for statistical purposes. Please check the appropriate items below:

Ethnicity: ☐ Hispanic

Race: ☐ White ☐ Black/African American ☐ Asian

☐ Native Hawaiian/Pacific Islander ☐ Other

☐ American Indian/Alaskan Native

☐ White & American Indian/Alaskan Native ☐ White & Asian

☐ White & Black/African American ☐ Other Multi-Racial

☐ Black/African American & American Indian/Alaskan Native

Sex: ☐ Male ☐ Female

Handicapped: ☐ Yes ☐ No

Elderly (60+): ☐ Yes ☐ No

Female head of household? ☐ Yes ☐ No

4. What was your highest grade in school completed? \_\_\_\_\_

I certify that to the best of my knowledge the above information is true and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Print Name

AMHERST - PELHAM *Regional* SCHOOL DISTRICT

AMHERST, MASSACHUSETTS

ARPS Family Center  
170 Chestnut Street  
Amherst, MA 01002

413-362-1875 (phone)  
413-549-6108 (fax)

December 17, 2014  
CDBG Advisory Committee  
Amherst Planning Department  
Amherst Town Hall, 2nd Floor  
4 Boltwood Avenue  
Amherst, MA 01002

To Whom It May Concern:

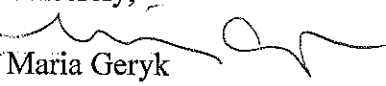
I am writing to express our whole-hearted support for the CDBG grant application submission from CHD/Big Brothers Big Sisters of Hampshire County.

The ARPS Family Center and Steps to Success Program were established last year to improve family engagement and work with families and community partners to break down barriers that prevent student success. The families we support come from a variety of backgrounds and experiences and often face a wide range of barriers to their children's success. Many face issues of poverty, are single-parent households, some with multiple children in the home; many are recent immigrants and are not native English speakers; and face many other issues that impact their ability to effectively access available services and fully participate in school life.

One major goal of the ARPS Family Center is to form relationships with community partners to ensure effective access to services for our families. It has become very apparent that the connection with the CHD/Big Brothers Big Sisters is invaluable to our students, families, and the community. The students we support through the ARPS Family Center are those that will benefit the most from an effective partnership with Big Brothers Big Sisters. These students need the connections and community support that having a Big provides, will greatly benefit from the adult role model, the community activities, social support, academic support, individual attention, and lasting relationships. When our agencies collaborate in this manner, our mutual services complement and strengthen each other, resulting in better outcomes for our children and families.

We hope you look favorably on this application. Please feel free to call with any questions.

Sincerely,

  
Maria Geryk  
Superintendent

**CHD/Big Brothers Big Sisters of Hampshire County  
FY'15 Budget**

INCOME	FY'15 Budget	FY'14 Budget	EXPENSES	FY'15 Budget	FY'14 Actual
<b>A. Grants/Contracts</b>			<b>PERSONNEL</b>		
Town of Amherst		\$ 25,000	Wages	\$ 214,267	\$ 214,289
United Way	\$ 50,000	\$ 50,000	Fringe	\$ 50,748	\$ 48,153
Beveridge Grant	\$ 12,000		Tax	\$ 20,336	\$ 20,202
Community Foundation	\$ 15,000		<b>TOTAL PERSONNEL</b>	<b>\$ 285,351</b>	<b>\$ 282,644</b>
State Mentoring Grant	\$ 20,000	\$ 20,000			
Northampton CDBG	\$ 4,500	\$ 4,459	<b>NON-PERSONNEL</b>		
DPH	\$ 30,000	\$ 27,867	Advertising		
DHCD	\$ 17,500		Americorp	\$ 12,500	\$ 12,500
Other Grants*	\$ 3,000	\$ 20,000	Community Relations	\$ 350	\$ 543
<b>Sub Total A</b>	<b>\$ 152,000</b>	<b>\$ 147,326</b>	AIM	\$ 2,000	\$ 1,900
			Equipment Maintenance	\$ 300	\$ 344
<b>B. Events</b>			Equipment Rental	\$ 336	\$ 336
Bowl-A-Thon	\$ 55,000	\$ 70,000	Fund Raising Expense	\$ 25,000	\$ 28,500
July Craft Fair	\$ 20,000	\$ 20,000	Insurance	\$ 1,944	\$ 2,422
Dec Craft Fair	\$ 30,000	\$ 30,000	Internet Connection	\$ 959	\$ 959
Daffodil Run	\$ 52,000	\$ 40,000	Membership	\$ 750	\$ 100
Used Books	\$ 2,500	\$ 2,500	Postage	\$ 450	\$ 525
Other	\$ 5,000	\$ 5,000	Printing	\$ 60	
<b>Sub Total B</b>	<b>\$ 164,500</b>	<b>\$ 167,500</b>	Recreation/Activities	\$ 125	\$ 200
			Rent	\$ 12,000	\$ 12,000
<b>C. Annual Appeal -</b>			Staff Mileage	\$ 2,600	\$ 2,200
<b>Donations</b>			Supplies - Office	\$ 1,200	\$ 700
Mail Appeal	\$ 30,000	\$ 30,000	Supplies - Program	\$ 750	\$ 995
Individual Donations	\$ 45,000	\$ 45,000	Telephone - Office	\$ 1,200	\$ 1,200
Corporate/Org Donors	\$ 1,200	\$ 2,000	Staff Development	\$ 2,000	\$ 453
<b>Sub Total C</b>	<b>\$ 76,200</b>	<b>\$ 77,000</b>	Volunteer Incentives	\$ 900	\$ 450
			Work Study	\$ 1,500	\$ 1,500
<b>E. Other</b>			<b>TOTAL NON-PERSONNEL</b>	<b>\$ 66,924</b>	<b>\$ 67,827</b>
Hartsprings	\$ 1,800	\$ 1,800	<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 352,275</b>	<b>\$ 350,471</b>
BBBSA	\$ 500	\$ 400	<b>INDIRECT</b>	<b>\$ 42,273</b>	<b>\$ 42,057</b>
<b>Sub Total E</b>	<b>\$ 2,300</b>	<b>\$ 2,200</b>			
			<b>TOTAL EXPENSES</b>	<b>\$ 394,548</b>	<b>\$ 392,528</b>
<b>Total Income</b>	<b>\$ 395,000</b>	<b>\$ 394,026</b>			

**CHD/BIG BROTHERS BIG SISTERS OF HAMPSHIRE COUNTY  
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## CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Law chapter 62C, sec 49A, I hereby certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

042503926

Social Security or Federal I.D. number

James Goodwin

Signature: Individual or Corporate Officer

December 29, 2014

Date

PLEASE PRINT

Corporate Name: Center for Human Development inc.

Address: 332 Birnie Ave

City, State, Zip Code: Springfield, MA 01107

### CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this Proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

December 29, 2014

Date

James Gordon

Signature of individual submitting Proposal or proposal

Center for Human Development Inc.

Name of Business

332 Birnie Ave Springfield, MA 01107

Address of Business